

ASSISTANT CITY FORESTER

GRADE: 21

FLSA: NON-EXEMPT

CHARACTERISTICS OF CLASS:

The Assistant City Forester performs intermediate professional and administrative work ensuring preservation protection, and replacement of the City's urban forest. This work requires a proactive approach to ensure compliance with regulations relating to the Rockville Forest and Tree Preservation Ordinance and Maryland Department of Natural Resources Forest Conservation Act and State Roadside Tree Law. The physical demands are moderate and the work requires working outside in various weather conditions. At the direction of the City Forester, the incumbent performs field inspections for various City contracts, evaluates and enforces contract agreements, and assists the Parks management team with the overall objectives of the CIP program, with meaningful impact. The work is performed under the general managerial review of the City Forester although considerable opportunity for discretion and independence of action is allowed.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Assists the City Forester with the preservation and protection of all forest canopy in the City.
- Inspects residential and commercial construction to verify compliance with approved plans and applicable specifications relative to forest and trees.

- Confers with and advises contractors, owners, architects, and the general public regarding ordinance requirements and solutions to problems and reviews and evaluates construction plans for compliance with City and State forestry preservation requirements.
- Attend Development Review meetings and other meeting as required.
- Makes field reviews independently and with inspectors and the City forester.
- Investigates and resolves citizen concerns regarding tree identification, pruning, care or removal of trees in the public domain.
- Performs inspections relating to tree care by independent contractors such as pruning, tree removal, stump removal, and pesticide applications.
- Assists the City Forester in maintenance management, public education programs, compilation of data, and reports.
- Enforces and monitors Environmental Guidelines as they relate to the Forest Tree Preservation Ordinance.
- Issues permits, accepts and release bonds and recording inspections.
- Acts as plans examiner for the City Forester, including coordination of plan review with other agencies, and permit approval.
- Assists the parks management team with research and development projects.
- Reviews forest stand delineation and forest conservation plans.
- Documents all data relevant to issuance of approved plans.
- Presents guidelines for implementation during pre-construction meetings.
- Responsible for pre-construction and post-construction meetings, periodic inspections, and subsequent one- and two-year warranty inspections.
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with a Bachelor's degree in forestry, natural resources sciences, natural resources management, landscape or environmental planning, horticulture or related field and four years experience in forestry, natural resources sciences, natural resources management, landscape or environmental planning, horticulture or related field. Must be a Maryland Department of Natural Resources "Qualified Professional" for forest stand delineation and forest conservation plans and must possess or be able to obtain within six months certification from the International Society of Arboriculture as a Certified Arborist. Must possess an appropriate driver's license valid in the State of Maryland. Maryland Roadside Tree Care Expert preferred.

Preferred Knowledge, Skills and Abilities:

- Knowledge of the State of Maryland and City of Rockville forest and tree preservation ordinances.

- Knowledge of the ANSI pruning standards and International Society of Arboriculture specifications or recommendations.
- Knowledge of the recommended standards and practices of the American Association of Nurserymen and the Maryland Nurserymen Association.
- Maryland Cooperative Extension Service, landscape Contractors Association and the Professional Grounds Management Society.
- Knowledge of facility design and construction principles.
- Ability to read and interpret blueprints quickly and accurately, and track progress.
- Ability to deal firmly but fairly and tactfully and to remain calm and courteous while dealing with builders, contractors, property owners, and the general public.
- Ability to establish and maintain effective working relations with persons contacted in the course of the job.
- Ability to convey accurate explanations of ordinances and regulations and the reasons therefore.
- Ability to be effective and concise in oral and written communications.